



Applicant Registration Form

Permanent work Temporary Perm/Part-time

Date of application _____ Availability _____

Surname _____

Christian names _____

Address _____

Suburb _____ Postcode _____ Mobile _____

Phone (H) _____ Fax _____ Email _____

Date of birth _____ Place of birth _____

Marital status _____ Number of children _____

Citizenship _____ If not Aust., are you able to produce an Employment Visa? _____

Languages _____

Driver's Licence Yes/No Transport Private/Public

Interests/hobbies _____

Health _____

Type of position sought _____

Present salary _____ Salary sought _____

Do you have any adult Commonwealth, Territory or State convictions which are less than 10 years old? If yes, please provide details.

Yes/No _____

Have you ever had a Worker's Compensation Claim? Yes/No

Are you presently receiving Worker's Compensation benefits? Yes/No

Education *Name of Institution and level reached.*

Secondary _____

Tertiary _____

Other _____

Employment experience: *industries (include length of service)* _____

Secretarial Skills

Typing speed _____ Shorthand speed _____

Data entry speed _____ Switchboard *models/no ext* _____

Please tick

- Facsimile Set up filing Correspondence Petty cash management
- Travel arrangements Quotations Computer system back up Minute taking
- Distribution of minutes Stationery orders Purchasing Marketing
- Sales Legal Company sec admin.
- Other _____

Office use only

SY Code _____

CV Code _____

Typing _____

Sent _____

Computer Experience Level - basic/intermediate/advanced

	<i>Level</i>		<i>Level</i>
Word processors _____	_____	Accounting Software Systems <i>(please circle)</i>	
_____	_____	Attaché Business Partner – Accounts	_____
_____	_____	Attaché Business Partner – Payroll	_____
Spreadsheets _____	_____	Triumph Accounting System	_____
_____	_____	MYOB	_____
_____	_____	QuickBooks	_____
Database _____	_____	SAP Business One	_____
_____	_____	Solution 6	_____
_____	_____	Handisoft	_____
Other _____	_____	Other _____	_____

Bookkeeping skills

	Manual	Computer		Manual	Computer
	<i>Please tick</i>			<i>Please tick</i>	
<i>Accounts payable/creditors</i>			<i>Payroll</i>		
Invoice processing	<input type="checkbox"/>	<input type="checkbox"/>	Time recording/timesheets	<input type="checkbox"/>	<input type="checkbox"/>
Payment	<input type="checkbox"/>	<input type="checkbox"/>	Pay calculations	<input type="checkbox"/>	<input type="checkbox"/>
Aged trial balance	<input type="checkbox"/>	<input type="checkbox"/>	PAYG Tax	<input type="checkbox"/>	<input type="checkbox"/>
Journals	<input type="checkbox"/>	<input type="checkbox"/>	Payroll Tax	<input type="checkbox"/>	<input type="checkbox"/>
Creditors account reconciliation	<input type="checkbox"/>	<input type="checkbox"/>	Superannuation	<input type="checkbox"/>	<input type="checkbox"/>
<i>Accounts receivable/debtors</i>			Worker's compensation	<input type="checkbox"/>	<input type="checkbox"/>
Invoicing	<input type="checkbox"/>	<input type="checkbox"/>	Leave Accruals	<input type="checkbox"/>	<input type="checkbox"/>
Receiving	<input type="checkbox"/>	<input type="checkbox"/>	GL Journal entries	<input type="checkbox"/>	<input type="checkbox"/>
Aged trial balance	<input type="checkbox"/>	<input type="checkbox"/>	<i>General ledger</i>		
Journals	<input type="checkbox"/>	<input type="checkbox"/>	Accounts reconciliation	<input type="checkbox"/>	<input type="checkbox"/>
Debt collection	<input type="checkbox"/>	<input type="checkbox"/>	Cash payments	<input type="checkbox"/>	<input type="checkbox"/>
Debtors account reconciliation	<input type="checkbox"/>	<input type="checkbox"/>	Cash receipts	<input type="checkbox"/>	<input type="checkbox"/>
<i>Inventory/stock control</i>			Journals	<input type="checkbox"/>	<input type="checkbox"/>
Ordering	<input type="checkbox"/>	<input type="checkbox"/>	Accruals	<input type="checkbox"/>	<input type="checkbox"/>
Issues/receipts	<input type="checkbox"/>	<input type="checkbox"/>	Bank reconciliation	<input type="checkbox"/>	<input type="checkbox"/>
Transfers	<input type="checkbox"/>	<input type="checkbox"/>	Trial balance	<input type="checkbox"/>	<input type="checkbox"/>
Consignment stock	<input type="checkbox"/>	<input type="checkbox"/>	Profit & loss	<input type="checkbox"/>	<input type="checkbox"/>
Stock take	<input type="checkbox"/>	<input type="checkbox"/>	Balance sheet	<input type="checkbox"/>	<input type="checkbox"/>
			GST/BAS	<input type="checkbox"/>	<input type="checkbox"/>

"In consideration of CA Management Services supplying this information to prospective employers, I understand to indemnify and keep indemnified them from and against all or any losses or damage of any nature whatsoever which may be brought against them by the prospective employer arising out of that employer's reliance on the information contained in this application or otherwise given to them by CA Management Services as provided by me."

Signature